



DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE

At. Po. Lonere, Tal. Mangaon, Dist. Raigad 402 103 MS (www.dbatu.in)

INVITATION FOR QUOTATION

09 DEC 2022

Our Ref No. : DBATU/Store / Library Deptt/Book Quotation/2022/2526

Date: 06/12/2022

Quotation For : Book Quotation

Due On : 19/12/2022

Date of Opening : 20/12/2022

Time : 11:30 am

To,

Sub: QUOTATION FOR THE SUPPLY OF STORE

Dear Sir,

Your quotation for the items listed overleaf, may please be submitted to the under signed, so as to reach this Office not later than 19/12/2022

While submitting your quotation, the following procedure may please be observed and other points borne in mind.

1. The maker's name must be specified.
2. The "Terms and Conditions" for supply and delivery of stores, should be clearly indicated in the quotation, stating whether rates are, inclusive of all taxes, Packing and forwarding charge, Freight charges, etc. or not, however rates offered as including all taxes will be more welcome.
3. If packing and forwarding charges are to be charged separately, it should be so clearly stated in your quotation.
4. Please mention clearly whether consignment would be Ex-Godown, Ex-Shop, of F.O.R. dispatching stations. Preferably terms offered as "Delivery of consignment of stores, on F.O.R.
5. Envelope should be super-scribed "**Quotation for reference No..... of dated.....**" It should also be superscripted as per the format given above.
6. The quotation would be opened as per date and timing given above, if desired by you, you may depute an authorized representative with a letter of authority to be present at the time of opening of the quotation at this Office on the aforesaid day, date & time.
7. Your quotation must be valid for a minimum 30 (Thirty) working days from the date of it's opening.
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8. Quotation received after the date of opening may not be taken into consideration.
9. Items tendered should confirm to the specification shown in the attached list when and where, full or no specifications are indicated against items in the list. Kindly furnish your full specification in accordance with accepted standards against each item tendered. Where reference to catalogue is made, the relevant catalogues/ Pamphlets/ Literature should accompany the quotation.
10. Your quotation should be for all new items and not for second hand.
11. Please state whether items will be available Ex-Stock. If not the minimum period for delivery, or for supplying the items or stores.

12. It should be clearly stated whether **GST**, Insurance, Freight or packing and forwarding charges, or any other taxes and duties, etc. leviable.
13. It would be appreciated if illustrated catalogues/Literature etc is furnished with the quotation.
14. Expression to as "Complete with standard Equipment" complete with standard accessories "Equipment to" As good as should be avoided. If at all their use is unavoidable then it should be very specifically indicated as to what exactly they mean and what exactly would be supplied under them. Any ambiguity or vagueness should be avoided.
15. For convenience, kindly adopt while quoting the same serial Nos. as given in the list detailed below.

Thanking You.

Yours faithfully,


Registrar

Dr. Babasaheb Ambedkar Technological University, Lonere

List of Items

Sr. No.	Description	Percentage of Discount
01	Foreign Books (Academic)	
02	Indian Books (Academic)	
03	Short Discount Title	
	For eg. Dhanpat Rai /S. Chand/Khanna Publication /Charotar Publication Standard Book / S.K.Kateria / New Central/Central Techno / Denette & Co	
04	Government Publications	
05	Books on Hindi / Marathi / English Literature	

- Detail of terms and conditions please see form -02 attached herewith.

FORM 1

PROFILE OF SUPPLIER/SERVICE PROVIDER/CONTRACTOR FOR UNIVERSTY REGISTRATION/EMPANELMENT (strike out which is not applicable)

1	Name of the Firm/Organization	
2	Status of the firm / Organization (Support the documents)	Proprietary/Partnership/private/Government/ Joint Venture/Others (Specify)
3	Postal Address	
	Telephone Nos.	
	FAX	
	E-mail Address	
	Web site	
4	Year of Establishment	
	Name of the head of Organization	
5	Pan No.	
6	Tax Registration No.	

Note: Short discount titles:

(S.Chand, Dhanpat Rai, Khanna, Standard, Denett, Government publications etc. are considered as short discount publishers)

Form 2

Registration for supply of book for 2022-2023

The Book sellers/vendors/publishers/distributors interested in supplying book to the University Library of Dr. Babasaheb Ambedkar Technological University during the financial year 2022-23 are requested to apply for registration of their firm with the University on the following terms and condition prescribed by the University.

The Terms and Conditions:

The terms and conditions for Booksellers/Suppliers/Publishers for registration with Dr. Babasaheb Ambedkar Technological University Library:

1. Every Book Sellers/Vendors/Publishers/Distributor shall have to register with University Library before undertaking the business in University Library.
2. The Book seller shall submit the copy of their current IT return, PAN/TAN number in the prescribed application form along with address proof.
3. Supplier should be members of registered National/State trade FPBAI/Maharashtra/Bombay Books seller's federations.
4. The Registrations/Empanelment shall be for the period of one financial years, which can be curtailed/enhanced depending upon the requirement.
5. It will be mandatory for the Registered/Empanelled vendor to supply the ordered books within stipulated time period. Maximum valid period to supply these books is 90 days. The order will stand cancelled after this period unless confirmation for extension of order period is obtained from us. If the vendor repeatedly fails to supply the ordered books, his name may be debarred /struck off (blacklisted) from the panels.
6. The University Library shall have the right to procure books directly from any Supplier/Distributor/Publishers on the terms and the conditions decided by Library committee/Purchase Committee of Dr. Babasaheb Ambedkar Technological University.
7. No Supplier/Distributor/Publisher shall have the sole right to supply Books/Publications. Notwithstanding the discount rates so decided. The University Library shall have the right to procure Books/Publication at a higher rate of discount.
8. All Books of foreign original priced in foreign currency will be as per the current RBI on the date of billing.
9. **Packing and Freight : Free at consignees place**
10. The order shall be acknowledged & executed up to the specified date, failing which; it would be decided to be cancelled.
11. All publishers invoice, in case of foreign books & in case of Indian book where price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the Vendors in support of the price verification. In support of the price verification publisher's invoice in case of foreign books & in case of Indian books where the price is not printed on the book, publisher's catalogue of respective publishers shall be submitted with indicating separate tag.

In no circumstances, third party invoices reflecting the price of the book in support of price verification of the book will be acceptable to the Library.

12. The Registrations/Empanelment shall be for the period of **one financial** year, which can be curtailed/enhanced depending upon the requirement.
13. Invoicing Procedure:
 - a) The supplier shall submit the invoice in triplicate.
 - b) One invoice should be raised against one purchase order only. Titles from different purchase order should not be combined & supplied under one invoice.
 - c) Invoice should be raised in favor of the Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere 402103
 - d) Supplier should certify in invoice/bill that latest editions are supplied and current prices are charged. Only latest economical editions are to be supplied, if not otherwise specified. By default paper back/Indian editions of the books should be supplied.
 - e) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
14. Payment: Within 30 days after satisfactory supply of the Books by an A/C payee cheque payable at S.B.I. Mangaon Branch.
15. Defective copies of books will be returned at suppliers cost.
16. The University Library's decision in all the matters of procurement of book shall be final and binding on all concerned.

Financial Bid

Percentage of Discount offered (to be mentioned both in figures and words)

Sr. No.	Category of Book	Discount
01	Foreign Books (Academic)	
02	Indian Books (Academic)	
03	Short Discount Title	
	For eg. Dhanpat Rai / S.Chand / Khanna Publication / Charotar Publication Standard Book / S.K.Kateria / New Central/ Central Techno / Denette & Co	
04	Government Publications	
05	Books on Hindi/ Marathi/ English Literature	

Date:

Signature of the Bidder with Seal